

IDAHO STATE CERTIFIED SHORTHAND REPORTERS BOARD

APPLICATION FOR CERTIFICATION

NOTICE

As noted in § 54-3112, Idaho Code, the board may refuse to issue or refuse to renew a license for any of the following causes: conviction of a felony or a misdemeanor involving moral turpitude; fraud or misrepresentation resorted to in obtaining a certificate; Fraud, dishonesty, corruption, willful violation of duty, gross incompetency in practice or unprofessional conduct in performing services as a certified shorthand reporter; persistent failure to perform duties; any physical or mental disability materially interfering with the performance of duties. **NOTE: ANY PRACTICE PRIOR TO OBTAINING A VALID LICENSE IS UNLAWFUL AND MAY RESULT IN CRIMINAL PROSECUTION AND DENIAL OF CERTIFICATION.**

INSTRUCTIONS

All requested information must be provided and all questions must be answered. Failure to complete the application and/or include the required fees will result in its denial. The Board will review the information you submit, and may require you to submit additional materials, submit additional fees, and take all or part of the licensure examination.

FEES

Application Fee \$50.00

FEES ARE NOT REFUNDABLE. All returned checks are subject to a \$20.00 fee and the application will be invalid.

ATTENTION MILITARY SERVICE MEMBERS AND VETERANS

Please note that state professional and occupational licensing boards may accept your military education, training, and experience toward meeting the qualifications for a license, certification or registration. Boards may also expedite your application or the application of your spouse. See <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH26/SECT67-2620/>

A.D.A. NOTICE

If you have a disability as defined under the Americans with Disabilities Act, and you require special accommodation, please attach a written request for special accommodation that identifies the specific services that are being requested to meet your special needs. A request for special accommodation must be accompanied by current medical documentation identifying your disability and supporting the need for the accommodations being requested.

The State of Idaho Certified Shorthand Reporters Board Laws and Rules may be downloaded at: www.ibol.idaho.gov

Questions regarding this application or the requirements for certification may be addressed to:

IDAHO STATE CERTIFIED SHORTHAND REPORTERS BOARD
BUREAU OF OCCUPATIONAL LICENSES
700 West State Street, P.O. Box 83720
Boise, Idaho 83720-0063
sre@ibol.idaho.gov

IDAHO STATE CERTIFIED SHORTHAND REPORTERS BOARD

Bureau of Occupational Licenses

700 West State Street, P.O. Box 83720

Boise, Idaho 83720-0063

Phone: (208)-334-3233 Fax: (208) 334-3945

Website: www.ibol.idaho.gov E-mail: SRE@ibol.idaho.gov

APPLICATION FOR CERTIFICATION

Please complete this form by providing the requested information (please print - note the attached instructions). Your signature must be notarized and the appropriate fees must be attached. Submit the completed form to the address noted above.

1. Full Name (Mr., Mrs., or Ms.) _____

(Your full legal name is required. Legal documentation of any name changes from birth to the present may be required.)

2. Address of Record _____

(The above address is a public record.) Street City State Zip

3. Mailing Address _____

(This will be used as address of record if none provided above.) Street City State Zip

4. Place of Birth _____ Date of Birth _____ Social Security No. _____ - _____ - _____

5. Home Phone Number _____ E-mail _____

6. Have you graduated from an accredited high school education or the equivalent? () Yes () No

(Please attach high school diploma or GED certificate.)

7. Do you hold a CSR Certificate from another state? () Yes () No

(If yes, certification of licensure must be received directly from the licensing authority before your application will be processed.)

8. Check the exam you have passed in the past two years. (Please attach a copy of your exam certification)

- checkboxes for RPR, RMR, RDR, CRR, and Idaho certified shorthand reporter exam

9. Have you ever been convicted, found guilty, received a withheld judgment or suspended sentence of any crime, other than minor traffic offenses, in this or any other state, territory, or country? () Yes () No

(If yes, a detailed statement, a summary of the charges, the final order, any probation or parole documentation, & any other relevant information must be received before your application will be processed.)

10. Have you had a registration, certification or license revoked, suspended, or otherwise sanctioned in Idaho or elsewhere? () Yes () No

(If yes, please attach a detailed statement, including a summary of the charges, the final order, and any other relevant information.)

11. Character References: All applicants must provide the names and addresses of three character references below.

Three sets of blank lines for character references.

AFFIDAVIT

I hereby certify under penalty of perjury that I am the person named above and that I am of good moral character. I further certify that I have reviewed the Idaho Laws and Rules governing the practice of Shorthand Reporting and that I will comply with those laws and rules should I be granted certification. I swear or affirm that the information provided on and attached to this application is true and accurate to the best of my knowledge and belief. I hereby authorize and direct any person, agency, firm, or other entity to release to the Bureau of Occupational Licenses or it's identified agent any and all information, communications recommendations, reports, records, statements, or disclosures, whether public, privileged or confidential, that may relate to my professional qualifications or credentials or that may have bearing on my eligibility for certification.

Signature of Applicant

State of _____, County of _____, ss.
Subscribed and sworn before me this _____ day of _____, 20 _____.

(seal)

Notary Public Official Signature
My Commission Expires _____